
WITHDRAWAL OF DOCUMENT

- This event may be used by Trustees to e:file correspondence that confirms the withdrawal of a Final Report.
 - This event may also be used to e:file correspondence that confirms the withdrawal of a matter on a judge's calendar. The correspondence may be the e:filers letterhead or the court's [Status Change Form](#). Please provide chambers with immediate phone or e:mail notice that a matter scheduled for a hearing is withdrawn.
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STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Miscellaneous Events** category

STEP 3 Enter case number; click [NEXT]


STEP 4 Select **Withdrawal of Document** from drop down list; click [NEXT]

STEP 5 If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

STEP 6a Select party or click [ADD/CREATE PARTY]; click [NEXT]


STEP 6b If you selected Add/Create Party, you will be presented with a *Search for Party* screen, a *Party Information* screen where you **MUST** select a Role from the drop down menu and an *Association* screen.

STEP 7 Upload PDF file; click [NEXT]


 *TIP - If withdrawing a Final Report, upload correspondence on your official letterhead. If withdrawing a matter scheduled for hearing, upload correspondence on your official letterhead OR the court's Status Change Form.*

STEP 8a Select the category to which your event relates; click [NEXT]

 *TIP - If withdrawing a Final Report, select **Trustee** from drop down list.*


 *TIP - The **Documents** ____ to ____ field was added to reduce the search time. If you know the number of the document to which your document relates, enter that number in both fields. You may enter a range of numbers or you may skip the fields entirely.*

STEP 9 Place a check in the box next to the appropriate event; click [NEXT]

 *TIP - If only one event exists, CM/ECF will default with a check in the box.*

STEP 10 Confirm case name and number; click [NEXT]

STEP 11 Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use **BACK** button on browser.*

SAMPLE DOCKET TEXT

Withdrawal of Document (related document:[15] Trustee's Final Rpt/Acct-Asset) filed by John Smith. (Smith, John)

STEP 12 **Notice of Electronic Filing** displays.